USDA HSPD-12
NEIS Sponsor Data Entry Guide

Prepared for

United States Department of Agriculture
Office of Homeland Security and Emergency Coordination (OHSEC)
300 7th Street SW, Washington DC 20024

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1.0	08/13/2008	Initial Draft
1.1	4/15/2010	Updated Draft
1.2	4/22/2010	Updated Draft

Contents

Table of Figures

Introduction

The Sponsor Data Entry Guide provides detailed procedures to Non-Employee Identity System (NEIS) Sponsors and data entry personnel for entering and maintaining information in NEIS. NEIS is the USDA system of record for Non-Employee information required for LincPass enrollment. NEIS maintains Non-Employee Information, Contract Company Information, Contract Information, Contract Assignments and Adjudication information.

NEIS Sponsor Role

The Sponsor is the person who initiates the request for a Non-Employee to enroll for a LincPass and sponsors the Non-Employee in NEIS.

Step 1: Process Start

To be a Sponsor in NEIS you must:

1. **Complete USAccess Sponsor training**
   To complete USAccess training, log on the GoLearn Learning Management System at: https://piv.golearnportal.org/

2. **Be designated as a Sponsor in USAccess and obtain a USAccess login**
   Notify your designated supervisor after completing USAccess training. Managers should send requests for Sponsor designation to the agency Role Administrator. Once designated in USAccess, Sponsors will receive a USAccess login.

3. **Complete NEIS Sponsor training and successfully pass NEIS Sponsor test with a score of 80% or better**
   NEIS training is available on AgLearn under Item ID USDA-HSPD12-Sponsor-03. NEIS materials are also available at: http://lincpass.usda.gov/training.html.

4. **Obtain a NEIS Login**
   Submit a NEIS login request to your supervisor. Supervisors should send completed NEIS login requests to the Agency Security Officer (ASO) for processing. Once approved, you will receive a NEIS ID and password.

5. **Have a NEIS Sponsor Package (including agency-determined PII data collection materials)**
   PII collection templates and other materials are provided to Agency HSPD-12 Leads. PII may be collected using the NEIS PII sheet or PII spreadsheet. Be sure to encrypt any files transmitted via email.

6. **Determine who will need a LincPass**
   Sponsors should use the LincPass Distribution Risk Assessment to determine who will need a LincPass. The Risk Assessment can be found on page D-1 of USDA DM 4620-002, available at: http://lincpass.usda.gov/ref_lincpass.html.

Note: Data entry personnel may be utilized, but sponsorship must be performed by an official Sponsor. Data entry personnel must have a LincPass, complete NEIS Sponsor training and obtain a NEIS login.

Step 2: Data Collection

Data collection begins after using the Agency Risk Assessment to determine who will need a LincPass. The Sponsor or data entry personnel will need to obtain Contract Information and Non-Employee Information.

Contract Information

The Sponsor or data entry personnel must have one of the following: the contract Procurement Instrument Identifier (PIID), Contract ID or a unique identifier for the contract (e.g. MOU number). The Sponsor or data entry personnel must have the expiration date of the contract, grant or agreement, and must know the USDA sub-agency that the contract, grant or agreement is supporting.

Non-Employee Information

The following is a list of the required non-employee information that must be collected for data entry into NEIS (non-employee information data fields are detailed in Step 3):

- Social Security Number (SSN)
- Full Name
- Date of Birth
- Business Email
- Country of Citizenship
- Non-Employee Type (affiliates/contractor/fellow/intern/volunteer)
- Federal Emergency Response Official (Y/N and designation if yes)
- Home Address (must be within the U.S.)

The preferred method(s) for collection of Non-Employee Information required for LincPass enrollment is an Agency determination. Two options are presented in this process:

A. Encrypted spreadsheet sent via email
B. PII sheet hand-carried or sent to locally-secured fax

Agencies may modify PII collection templates based on their business needs. The Data Entry Personnel role is used in the examples below to show task they may perform in support of the Sponsor.

A. Encrypted Spreadsheet Method

1. Sponsor sends list of proposed Non-Employee applicant names to a designated Point of Contact (POC) for the company/organization providing services on the contract, grant or agreement and copies Data Entry Personnel to initiate data collection.
2. Data Entry Personnel encrypts blank spreadsheet and sends to the designated POC with password provided in a separate email:
    - To encrypt, select File > Save As > Tools > General Options. Enter the password to open and modify, then select OK.
3. The designated POC facilitates completion of the NEIS spreadsheet for each Non-Employee applicant.
4. The designated POC sends completed and encrypted spreadsheet to Data Entry Personnel, and notifies Sponsor of record transmittal.

5. Data Entry Personnel receives the encrypted spreadsheet and populates NEIS with the information provided. NEIS is available via the following link: https://icams.usda.gov.
6. Data Entry Personnel notifies Sponsor that NEIS data entry is complete.
7. Data Entry Personnel permanently deletes spreadsheet from records, email or other folders, if any.

B. PII Sheet Method

1. Sponsor sends list of proposed Non-Employee applicant names to the designated POC for the company/organization providing services on the contract, grant or agreement, and copies Data Entry Personnel to initiate data collection.
2. Data Entry Personnel provides PII sheet to the designated POC via email or other agency-determined method.
3. The designated POC facilitates completion of PII sheets for each Non-Employee applicant per the Sponsor's request.
4. The designated POC sends to Data Entry Personnel via locally-secured fax (or had-carries in a sealed envelope), and notifies Sponsor of record transmittal.
5. Data Entry Personnel receives PII sheets and populates NEIS with the information provided. NEIS is available via the following link: https://icams.usda.gov.
6. Data Entry Personnel notifies Sponsor that data entry into NEIS has been completed.
7. Data Entry Personnel destroys PII sheets or retains them in a locked file cabinet.

Step 3: NEIS Data Entry and Sponsorship Functions

A. Login Screen (Required)

Figure 1: Login Screen

1. Open a web browser to the following address: https://icams.usda.gov.
2. The first time you log in to the system you will use your NEIS User ID and a temporary password. Sign in to the NEIS System with your User ID and temporary password. You will be prompted to change your password.
3. Enter your temporary password, and then your new password twice for verification. You should follow USDA password guidelines when choosing your new password.

When completed, NEIS will say that your password was successfully changed. You will then need to log out of NEIS and then log back in with your new password.

Forgot your password? Contact the USDA HSPD-12 Help Desk at 1-888-212-9309 or USDAHSPD12HELP@DM.USDA.GOV.

B. Start Screen (Required)

Figure 2: Start Screen

Once logged in, you will be directed to the main page of NEIS. Select the link for Non-Employee Processing located in the navigational menu on the left to perform required actions. You should have access to all/some of the following Non-Employee Processing functions depending on your role(s):

- NEIS Reports (all roles)
- Contract Company (data entry)
- Contract Information (data entry)
- Non Employee Information (data entry)
- Contract Assignment (Sponsors)

C. Contract Company (Optional)

In this step, a Contract Company record is created.

Figure 3: Search Contract Company Screen

Note: In NEIS, entering Contract Company Information is optional because not all non-employees are contractors (for example, a person may be a volunteer or an affiliate).

While Contract Company information is not required, it is recommended to enter as much information as possible as it can be helpful for reporting and organizational purposes.

Do not create a Contracting Company record unless the DUNS Number for the Contract Company is identified. You must enter a DUNS Number to successfully save a Contract Company Record in NEIS.

1. From the Non-Employee Processing menu, select Contract Company. You can find an existing company in the system or add a new one.
2. Select the **Find an Existing Value** tab to locate an existing company.

Figure 4: Add New Contract Company Screen

3. To add a new Contracting Company, select the **Add a New Value** tab. You may enter information on this initial screen, or select Add to proceed to the detailed Contract Company record. Any information entered on this initial screen will be populated in the detailed Contract Company record in the next step. Please note that the Company field is masked and does not permit data entry.

Figure 5: Add/Edit Contract Company Details Screen

4. Enter the 9-digit **DUNS** number identifying the Contracting Company. You may enter a 9-digit +4 to identify a specific unit within a larger entity.

5. Enter the required fields indicated with an asterisk (*). Acceptable formats for the phone number data field are: 9999999 > 999-9999 > 9999999999 > 999/999-9999**.**
6. Select **SAVE** to save the record.

D. Contract Information (Required)

In this step, you will create a Contract Information record (or verify that it is already in the system).

> **Note:** Only a Federal Employee, such as a Contracting Officer Representative (COR), may create or edit Contract Information records in NEIS.

1. From the left navigation menu, select **Non-Employee Processing**, then select **Contract Information**. From here, you can search for existing contract records or add a new record.

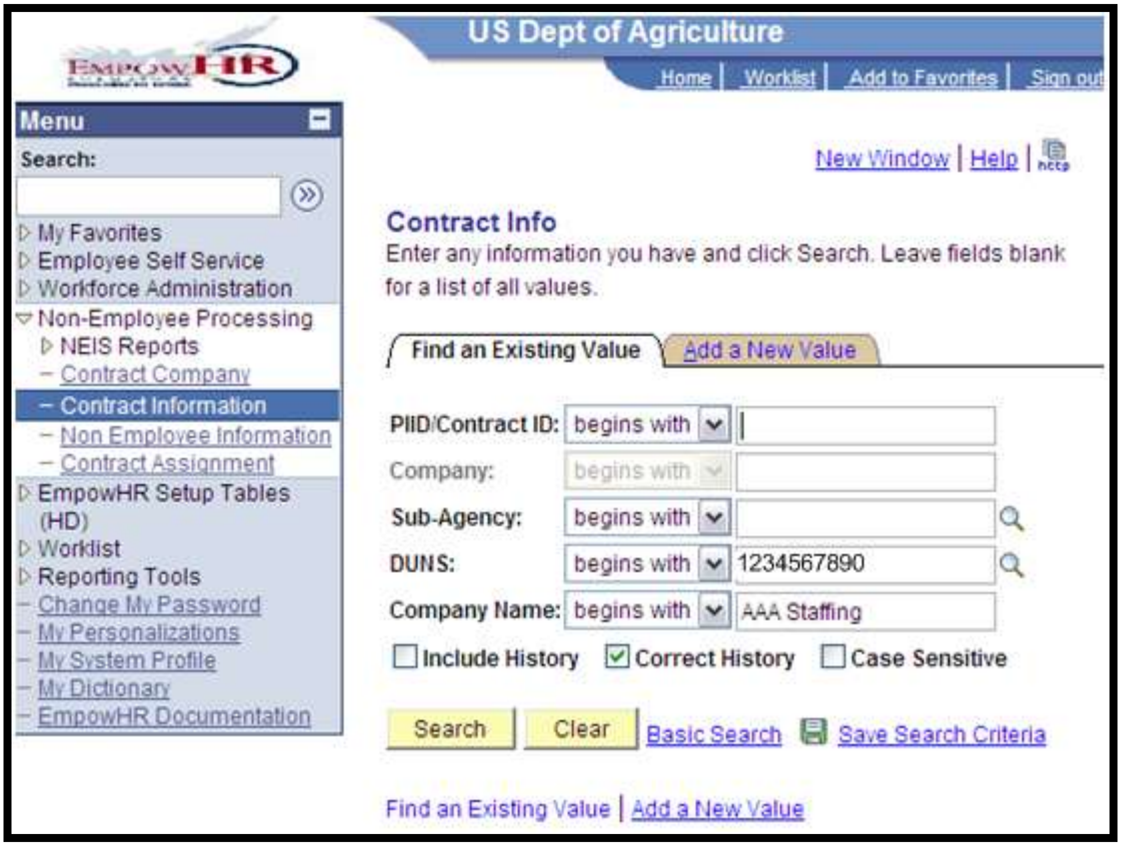


Figure 6: Search Contract Information Screen

2. Before adding a new record, make sure the contract, grant or agreement is not already in the system. Use the available search criteria (PIID/Contract ID, Sub-Agency, DUNS, and/or Company Name) to look for the record. If you prefer, select **Search** without search criteria selected for a complete list of all contracts, grants or agreements already in the system. You may also select **Advanced Search** for a Boolean search.
3. To view search results, select the hyperlink under the PIID/Contract ID column to view the record. Use the navigation menu at the bottom to search through results. Return to Search will bring you back to the Search Results page.

Figure 7: Add Contract Information Screen

4. To add a new Contract Information record to the system, select the **Add a New Value** tab on the main Contract Information page. You may enter information on this initial screen, or select Add to proceed to the detailed Contract Information record. Any information entered on this initial screen will be populated in the detailed Contract Information record in the next step. Please note that the Company field is masked and does not permit data entry.

5. In the PIID/Contract ID field, enter the **PIID** or other unique identifier for the contract. You can enter up to 35 characters, including letters, numbers, and punctuation characters. Select the **Add** button.

6. In the Contract Information screen, enter or select information for the fields.

Figure 8: Edit/View Contract Information Screen

- **PIID/Contract ID:** Enter the PIID/Contract ID. Or, if you entered information in the previous step, this field will be populated and you do not need to make any changes.

- **Sub-Agency**: Enter the USDA Sub-Agency ID, or use the lookup function to select the Sub-Agency ID.

- **DUNS:** Enter the 9-digit DUNS number identifying the Contracting Company. You may enter a 9-digit +4 to identify a specific unit within a larger entity.

- **Contract Expiration Date:** Enter the date the contract, grant or agreement expires (must be a future date). The date format is MM/DD/YYYY. Non-Employees assigned to contract will be terminated in the NEIS system on the contract expiration date. This status will be used by HSPD-12 to determine if a given Non-Employee's credentials are valid, so it is important that this date be accurate.

- **Notes:** (Optional) Enter any notes or comments into this field.

- **Delegated Staff:** This field is masked and does not permit data entry.

- **Contract Company hyperlink:** To view or edit information about the Contract Company, select this link. You will be brought to a pop-up window. If you make any changes, be sure to save.

7. Select the **Save** button.

E. Non Employee Information (Required)

In this step, you will create a Non-Employee Information record. The Sponsor or other designated Data Entry Personnel may create or edit Non-Employee records in NEIS.

1. From the left navigation menu, select **Non-Employee Processing**, then select **Non-Employee Information**. From here, you can search for existing Non-Employees or add a new record.
2. To search for an existing record, use the available search criteria to look for the record. If you prefer, select **Search** without search criteria selected for a complete list of all Non-Employees already in the system. You may also select Advanced Search for a Boolean search.

Note: To search by Social Security number you must enter the entire number with hyphens. If you choose to search by Name, enter in the following format without spaces: lastname, firstname. You can also search by first or last name only.

Figure 9: Search Non Employee Information Screen

3. To view search results, select the hyperlink under the PIID/Contract ID column to view the record. Use the navigation menu at the bottom to search through results. Return to Search will bring you back to the Search Results page. You can also choose Previous in List or Next in List.

4. To add a new Non-Employee Information record to the system, select the **Add a New Value** tab.

Figure 10: Add Non Employee Information Screen

5. Both the EmplID and Empl Rcd Nbr fields are masked to prevent data entry. Select the **Add** button.

6. Enter the Non-Employee's information as prompted on the screen. Required fields are indicated by an asterisk (*). Certain fields are masked to prevent data entry, or may be read-only with a pre-populated value.

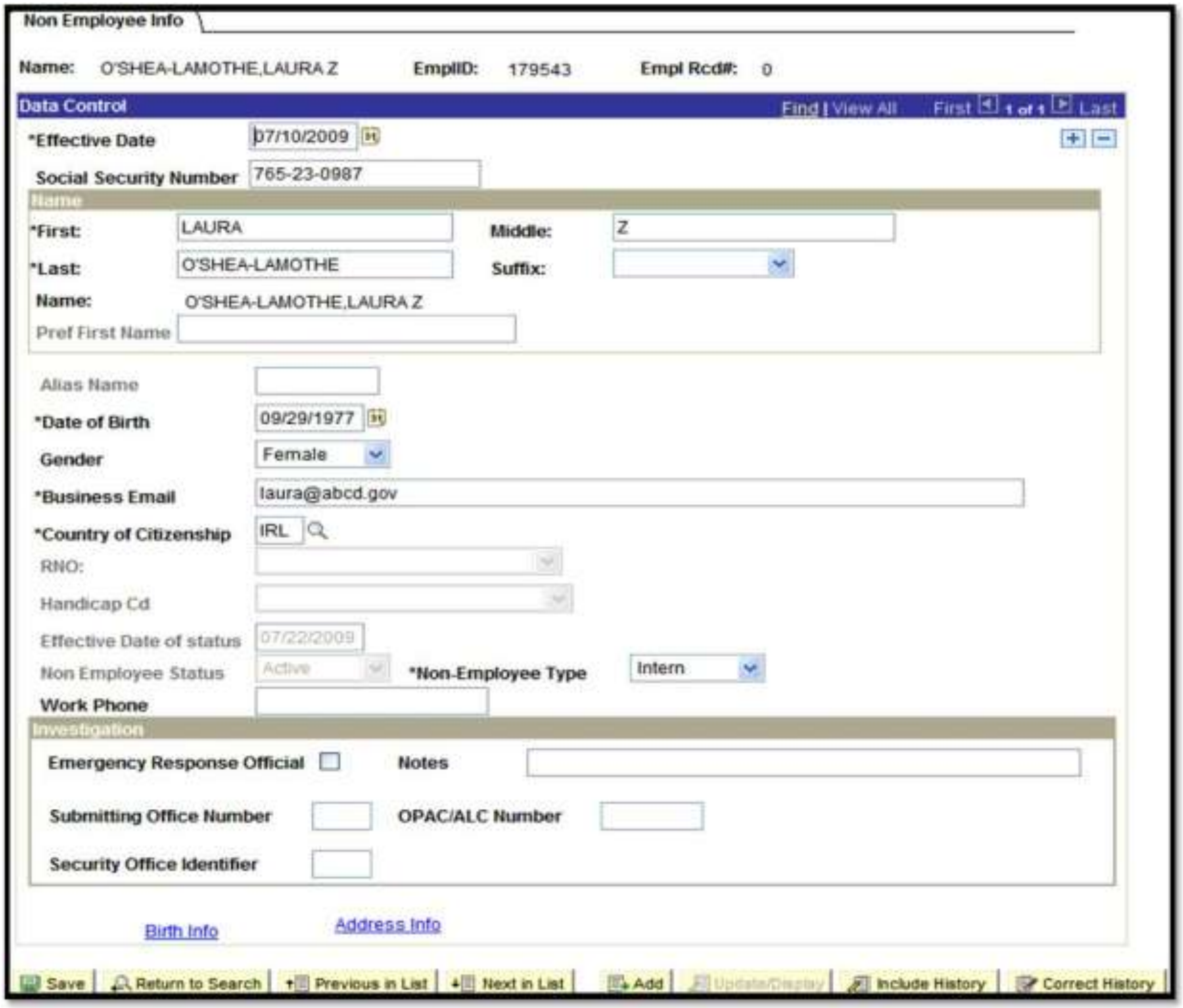


Figure 11: Add Detailed Non Employee Information Screen

- Effective Date: Enter the effective date of contract, grant or agreement performance or the date the record was entered into the system.

- Social Security Number: Enter the Non-Employee's 9-digit Social Security Number (SSN). The format for SSN is XXX-XX-XXXX. If you do not enter the hyphens you will receive an error message.

- First, Middle, Last, Suffix: Enter the Non-Employee's name in these fields. First and Last Name fields are required. Middle Name and Suffix are optional.

Note: You must enter the person's name as shown on their government-issued ID, such as the driver's license or passport. If the information does not match, the Non-Employee will have problems during the enrollment process.

- **Pref First Name**: This field is masked and therefore does not permit data entry.

- **Alias**: This field is masked and therefore does not permit data entry.

- **Date of Birth:** Enter the Non-Employee's date of birth, or select it from the calendar. Enter the date in the following format: MM/DD/YYYY. Note: If the applicant was born in 1950 or prior, please be sure to enter the full four-digit year (19xx) when keying in the birth date. If you enter two digits for the year, e.g. 9/12/50, the system will default to 20xx (2050 instead of 1950).

- **Gender:** Select on the dropdown list to select Female, Male, or Unknown.

- **Business Email:** Enter the Non-Employee's business email address. The format for Business Email is x@x.com. Be sure to include the @ symbol in the address. This will be used for notification about the enrollment process, so it must be a valid email address that the Non-Employee checks regularly. If email is entered incorrectly, the applicant will not receive notifications to enroll. If the Non-Employee does not have an email address, enter the email address for a Point of Contact who will coordinate enrollment activities, such as a Human Resources Manager or a Security Officer.

- **Country of Citizenship:** Use the lookup function to select the correct 3-letter code for the Non-Employee's country of citizenship.

- **RNO:** This field is masked and therefore does not permit data entry.

- **Handicap Cd**: This field is masked and therefore does not permit data entry.

- **Effective Date of Status**: This field is read-only and therefore does not permit data entry.

- **Non-Employee Status**: This field is read-only and therefore does not permit data entry. The system will automatically display the value of "Active" on the day the record is created. On the next business day and thereafter, the system will automatically display "Terminated" until the record is assigned with an active contract.

- **Non-Employee Type:** Use the drop-down list to select one of the following Non-Employee types: Affiliates, Contractor, Fellow, Intern, or Volunteer.

- **Work Phone:** Enter work phone.

- **Emergency Response Official (*Optional):*** If the Non-Employee has emergency response duties in the event of a disaster, check this option. This designation will be printed on the Non-Employee's USDA LincPass. **Caution:** This optional field only applies to an Agency-identified non-employee serving in an Emergency Response Official capacity. Contact your Security Officer for more information.

- **Notes:** Enter the Non-Employee's ERO title or duties in this field.

- **Submitting Office Number:** Enter the SON.

- **OPAC/ALC Number:** Enter the OPAC/ALC Number.

- **Security Officer Identifier Number:** Enter the Security Officer Identifier.

7. Select the **Birth Info** hyperlink to enter additional information. You will be redirected to another screen where you can enter the Non-Employee's Birth Location. Enter the City and State. For Non-U.S. locations, use the lookup function (magnifying glass) to select the three-letter country code, then enter the City.

8. Select the **OK** button to save the information and return to the Non-Employee record. Next, select the **<u>Address Info</u>** hyperlink at the bottom of the screen.

9. To enter Home Address information, first verify that the Country code is correct. If the Non-Employee lives in another country, enter the correct country code, or use the lookup function to select the correct country.

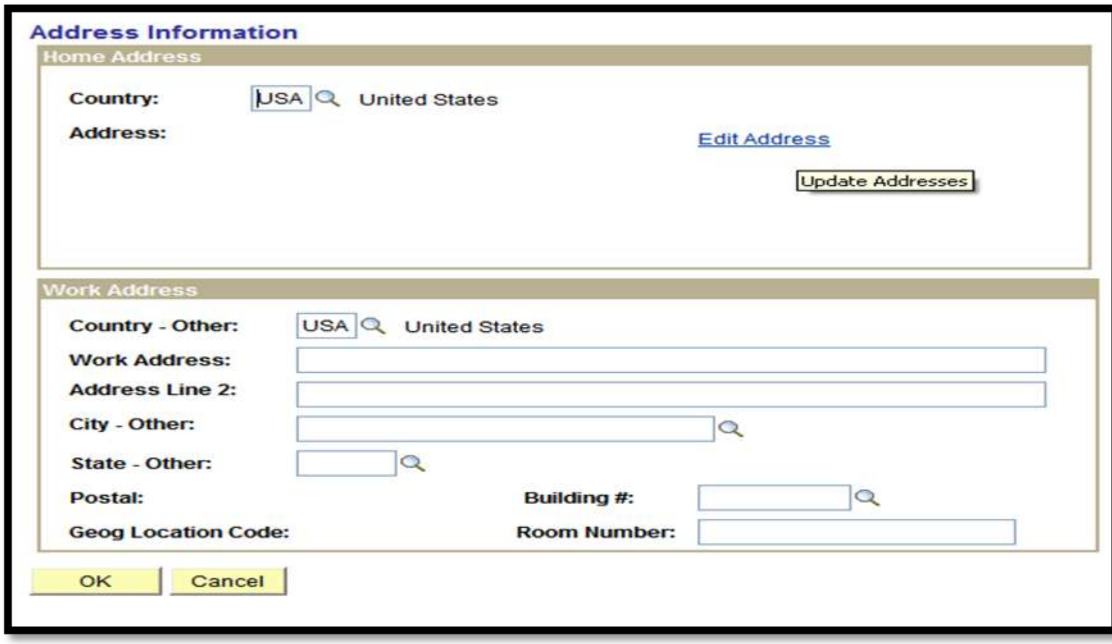


Figure 12: Add Address Information Screen

10. Next, select the **<u>Edit Address</u>** hyperlink.

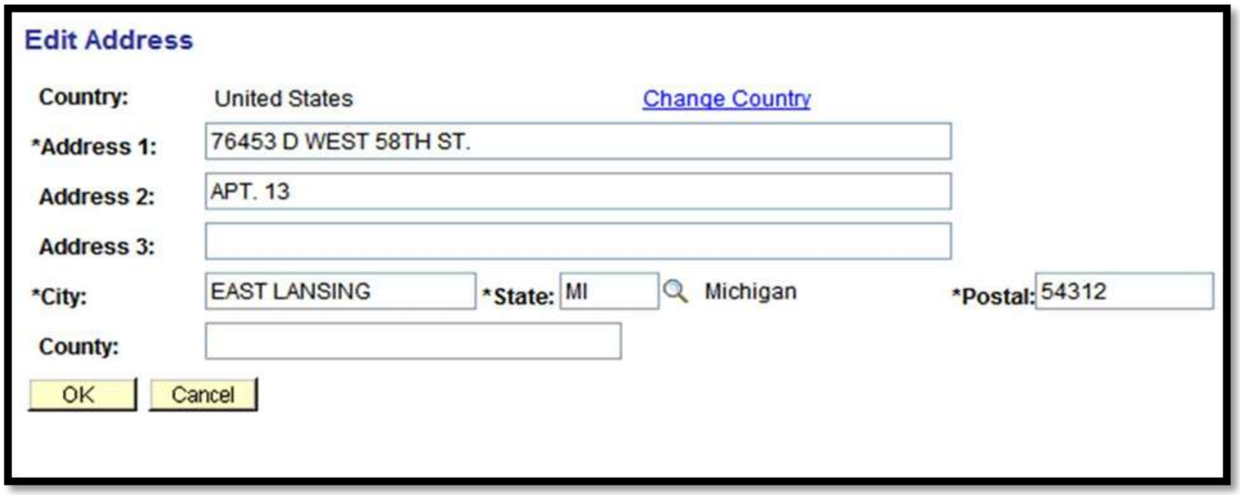


Figure 13: Edit Address Information Screen

11. Enter the required fields identified on the screen with an **asterisk** (*)

12. **IMPORTANT:** Select the **OK** button to save all the entered address information. If the **Cancel** button is selected, address information will not be saved.

13. To add another Non-Employee record select the **+** icon on the top right of the page.

14. To update a record that has already been saved, select **Correct History** on the bottom right of the page.

F. Contract Assignment (Required)

In this step, you will assign one or more Non-Employees with a contract, grant or agreement. The Sponsor must enter Contract Assignment data in NEIS. Before you can create Contract Assignments, both Non-Employee Information and Contract Information must be in the system, as described in sections A through E above.

1. From the left navigation menu, select **Non-Employee Processing**, then select **Contract Assignment**. You can search by PIID/Contract ID, Sub-Agency, DUNS, or Company Name to help narrow your search.

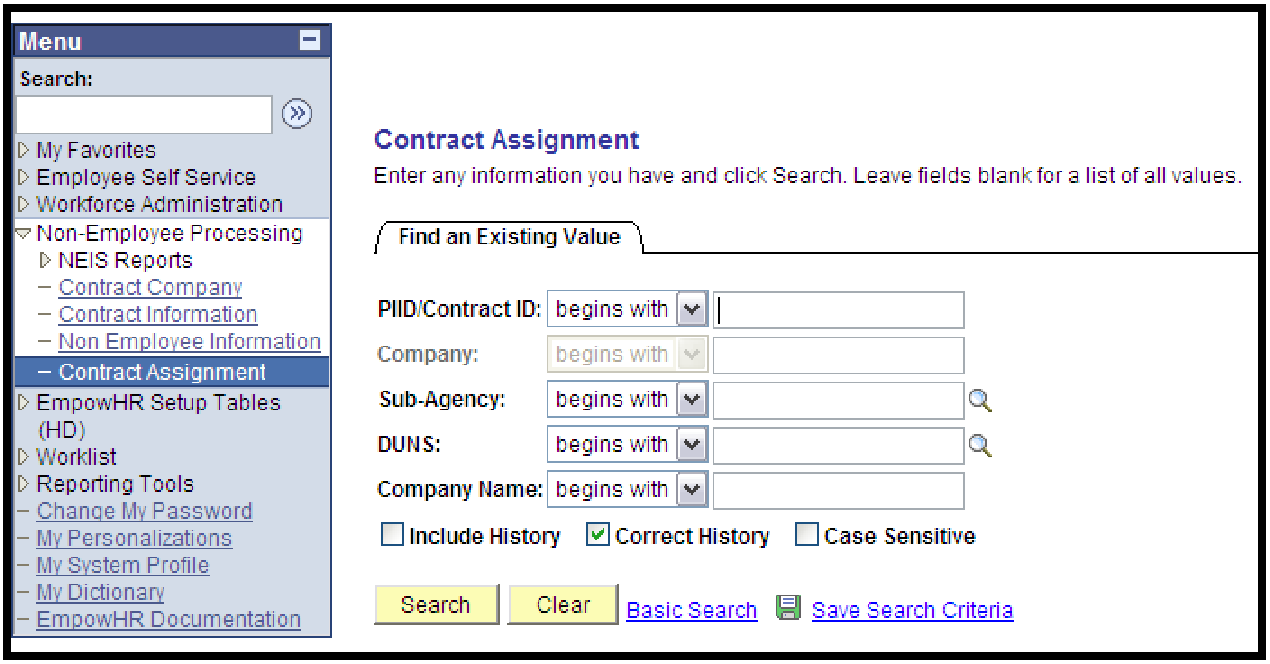


Figure 14: Search Contract Assignment Screen

2. Select the hyperlink of the **PIID/Contract ID** to which you are assigning Non-Employee records.

Figure 15: Contract Assignment Search Results

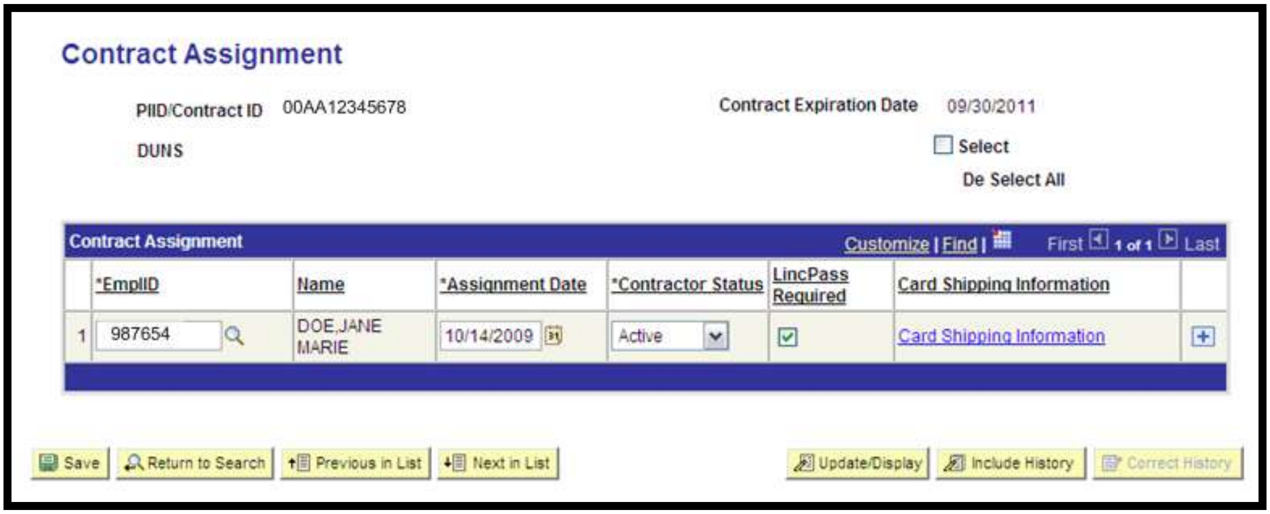


Figure 16: View Contract Assignment Details Screen

3. To assign the first Non-Employee, use the lookup function in the EmplID column to select the Non-Employee's record. Use the available search criteria (EmplID or Name) to narrow down the search results.
   - **EmplID:** This field is populated when you select the Non-Employee's record.
   - **Name:** This field is populated when you select the Non-Employee's record.
   - **Assignment Date:** Enter the Contract Assignment date. The system defaults to the current date.
   - **Contractor Status:** Select "Active" to show that this Non-Employee is active on this contract.

> **Note:** If a Non-Employee is assigned to multiple contracts, changing status on one contract will not affect the status on other contracts. The Non-Employee's status will be derived using the following rules:
>
> - **Active** at least one contract = **Active Status**
> - **Suspended** on ALL contracts = **Suspended Status**
> - **Terminated on** ALL contracts = **Terminated Status***
>
> **Selecting "Terminated" in HSPD-12 system will result in card destruction**

   - **LincPass Required:** Check this to certify that the Non-Employee is to be issued a USDA LincPass. If you don't check this option, the HSPD-12 system will ignore the record.

Select the **Save** button, then in the same row, select the **Card Shipping Information** hyperlink.

4. Use the lookup feature (magnifying glass) to select the location where the card is to be shipped. The system will open a new page that displays five columns of data that can be sorted by street address. This code must be entered for each Non-Employee assigned

to the contract, grant or agreement. The address information for the location you choose will be populated.

Note: The Card Shipping Information screen is specific to the individual Non-Employee, not the contract, grant or agreement. Therefore, if you have multiple Non-Employees on a contract, grant or agreement with the same card activation information, you must enter it separately each time.

Figure 17: View Card Shipping Information Screen

5. After saving Card Shipping Information you will be returned to the Contract Assignment record. Verify all information is correct and select Save.

6. To assign another Non-Employee record to this contract, select the **+** sign in the far right column of the first row. NEIS opens a second row. Follow the instructions in steps 1-4 above to complete this information. When you are finished, you should have a complete list of all non-employees assigned to the contract.

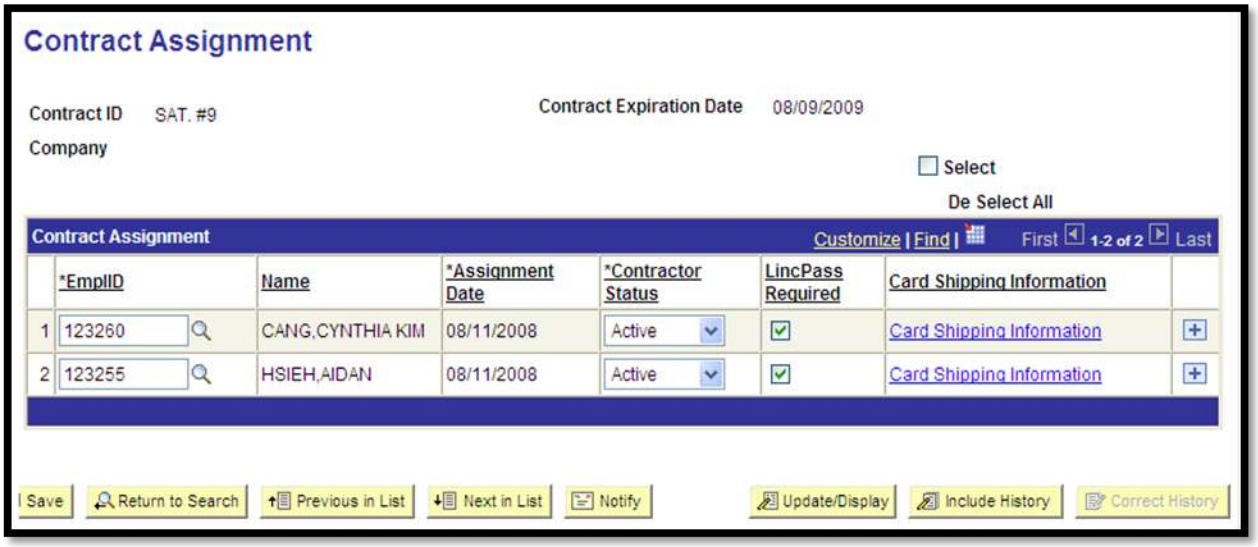


Figure 18: View Contract Assignment Screen

Note: Remember to select the **Save** button after each record is entered and after you enter any Card Activation data for each record, or NEIS will discard your changes.

G. Changing Non-Employee Status (Optional)

To change the Non-Employee's status (e.g., from Active to Terminated), you must know the specific contract, grant or agreement to which the person is assigned.

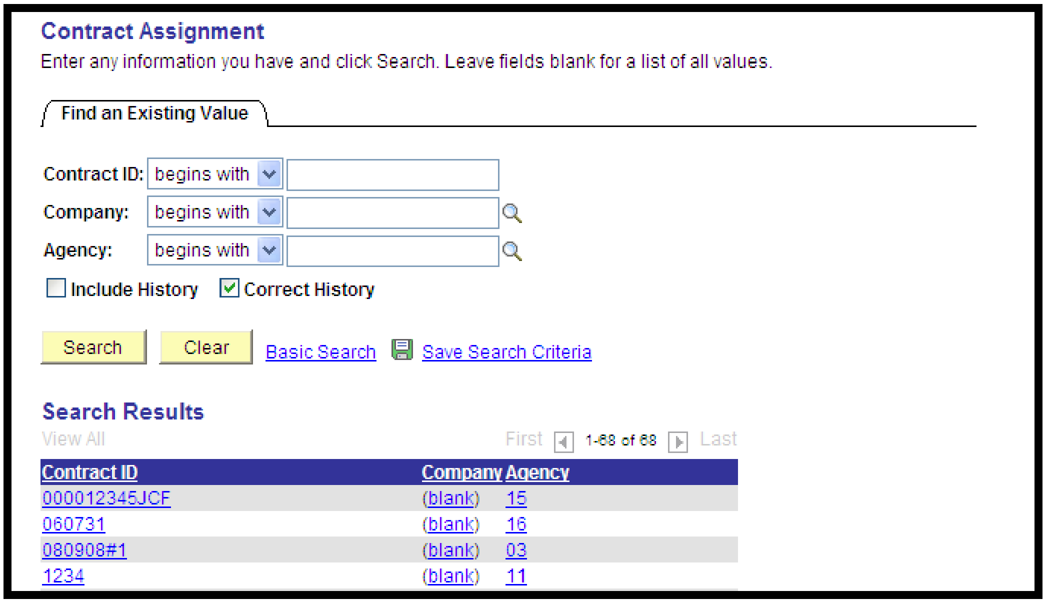


Figure 19: Search Contract Assignment and Search Results Screen

1. From the left navigation menu, select **Non-Employee Processing**, then select **Contract Assignment**. From here, you can search for existing Contract Assignments.

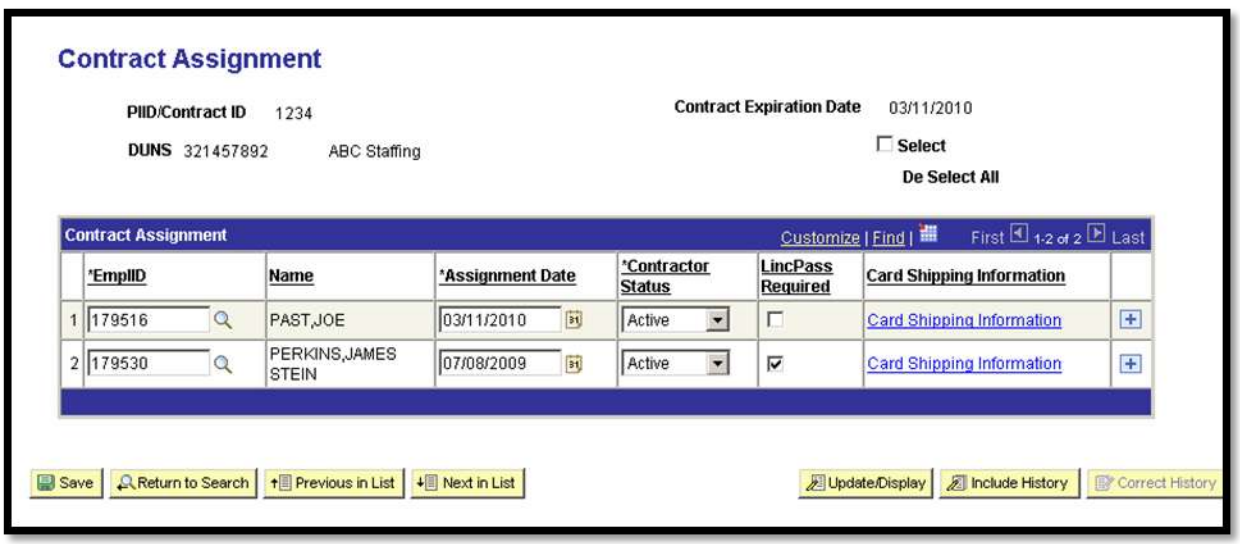


Figure 20: View Contract Assignment Screen

2. On the Contract Assignment screen, find the Non-Employee for whom you want to change the status. Use the Contractor Status drop-down list to select the new status. Do not change the Assignment Date field, which is only for recording the original date the Non-Employee became active on the Contract Assignment.

3. Select the **Save** button.

Note: If a Non-Employee is assigned to and is active under multiple contracts, grants or agreements, changing the status on one contract will not affect the status on the other Contract Assignments and the Non-Employee's status will still show as active in his/her Non-Employee Information record.

However, if a Non-Employee is assigned to only one contract, grant or agreement in NEIS, changing the status from Active to Suspended or Terminated will change the Non-Employee's status to the new status in his/her Non-Employee record.

When a contract expires, NEIS will automatically change the status of all Non-Employees on that Contract Assignment to Terminated. See Section H on how to change the contract expiration date.

H. Changing Contract Expiration Date (Optional)

Follow these steps to change the contract expiration date.

1. From NEIS's left navigation menu, select **Non-Employee Processing**, then **Contract Information**. Use the search function to find the contract, grant or agreement for which you want to change the expiration date. Select the hyperlink of the PIID/Contract ID to open that record.

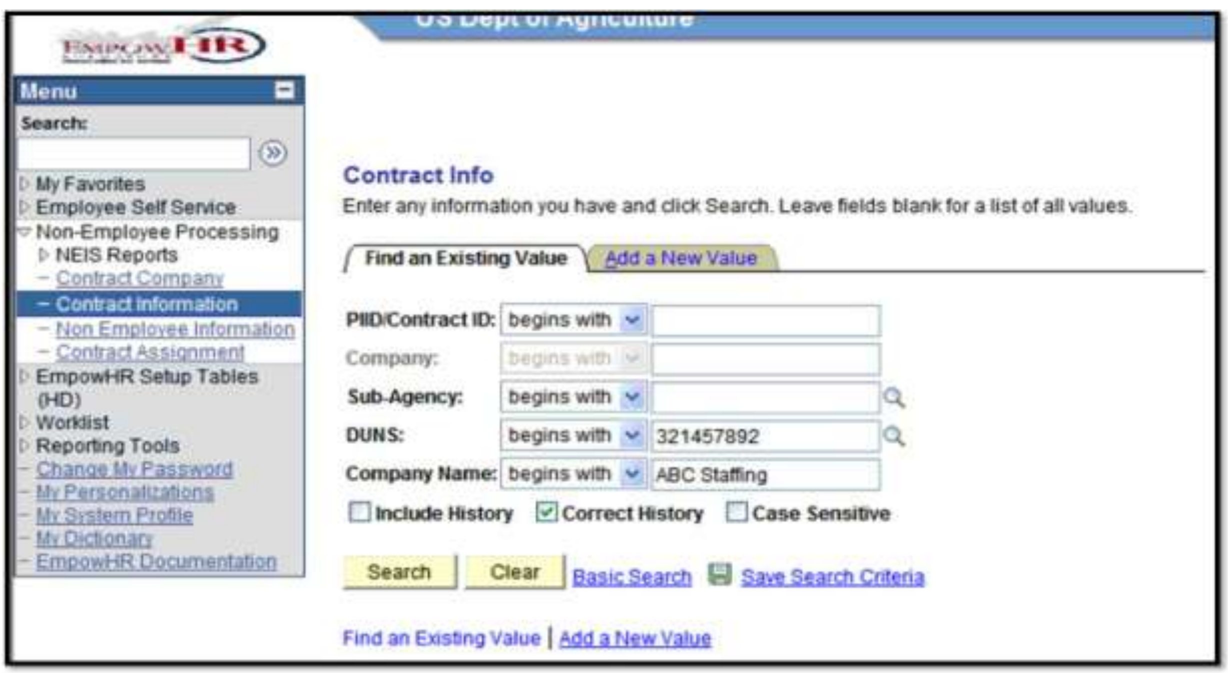


Figure 21: Search Contract Information Screen

2. In the **Contract Expiration Date** field, enter the new contract expiration date (or select the calendar icon to select the new date).

Figure 22: Contract Information Screen

3. Select the **Save** button.

Note: If the contract, grant or agreement has expired in the NEIS system and you are extending it into the future, the status of all the Non-Employees on the Contract Assignment will have been automatically set to "TERMINATED." Follow the steps in section G to change the Non-Employee status to Active.

Upon sponsorship in NEIS, the NEIS Adjudicator must be notified that Non-Employee records are ready for Adjudication information to be entered. Agencies must determine the preferred method for notification (email, phone, etc.). Refer to the NEIS Adjudicator Data Entry Guide for detailed instructions on NEIS Adjudication.

Next Steps:

Non-EmpowHR Agency Sponsors must finalize sponsorship by saving the Non-Employee's record in USAccess. Proceed to Step 4 for details on USAccess Sponsorship functions.

EmpowHR Agency Sponsors should proceed to Step 5, Enrollment and Activation.

For more information on reporting utilities, visit the following link:

http://lincpass.usda.gov/docs/NEISUsingASRGuide_V1.pdf

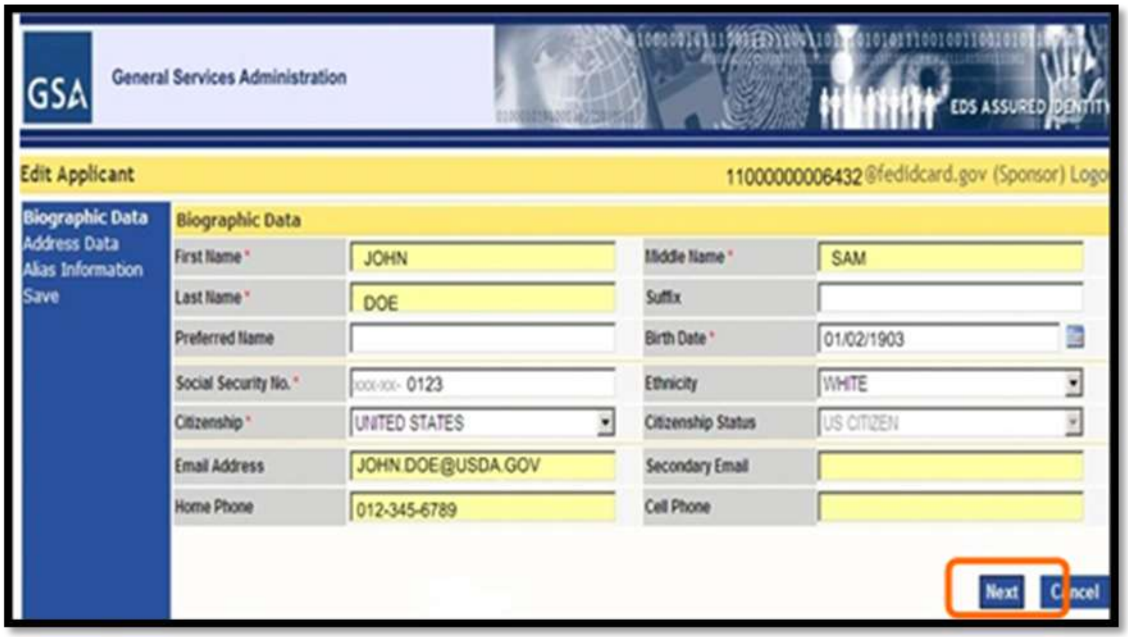
Step 4: USAccess Sponsorship Functions (Non-EmpowHR Agencies Only)

1. On the Log In screen, type in your user name in the User Name field. Type in your password in the Password field and select the Login button.

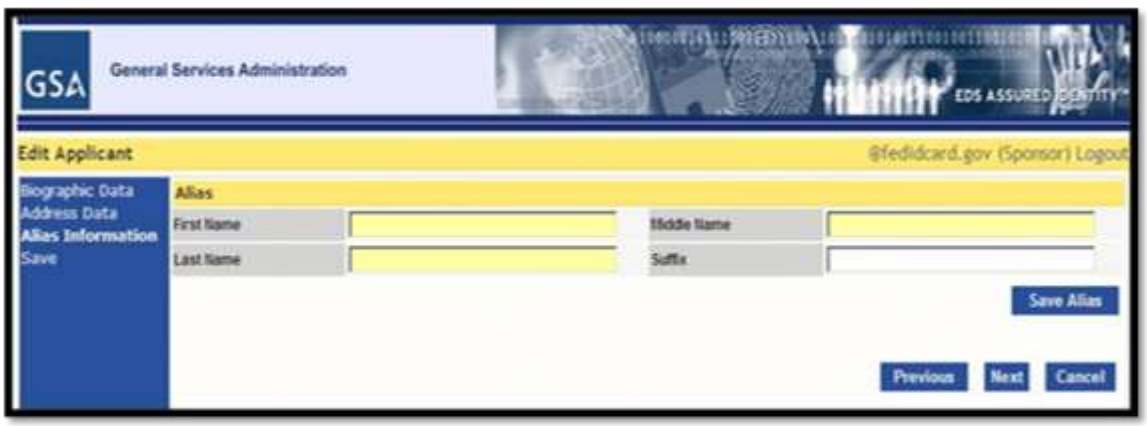
2. Type in the Non-Employee's last name or Social Security Number. Type in the Non-Employee's birth date or select the calendar icon next to the Birth Date field to choose a date from the calendar and select the **Search** button to begin.

3. When the search results appear, you will be presented with the option to view the Non-Employee record or edit the sponsorship. Select **View Applicant** to view Non-Employee's Biographic Data.
4. Verify all required Biographic Data fields have current and correct information. Red asterisks (*) indicate required fields. Select **NEXT** to go to the next screen. Note: If any

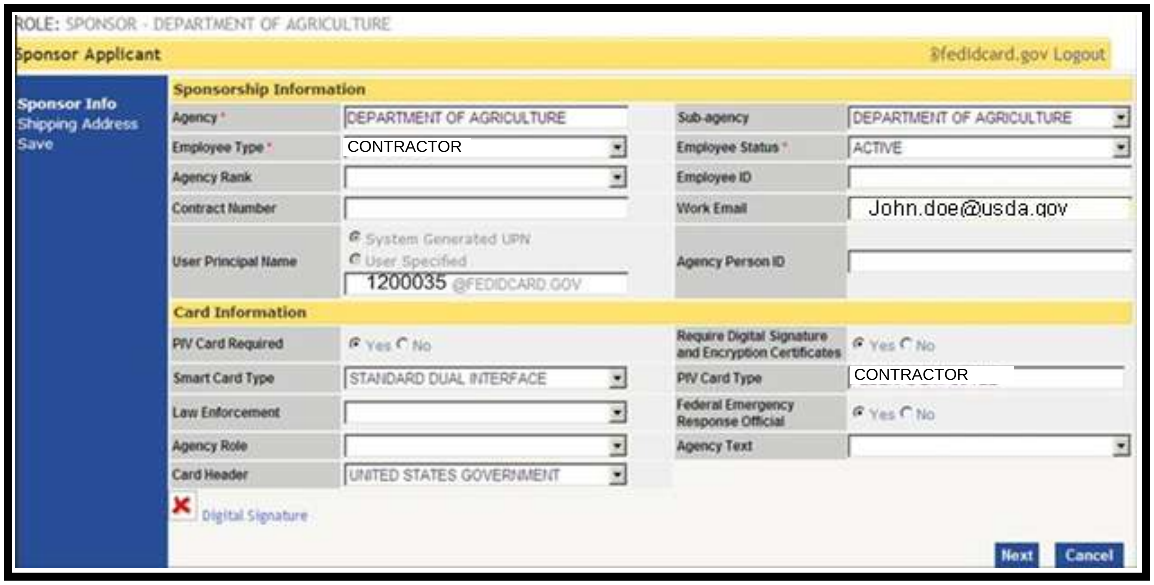
of the information is incorrect, missing, or needs updating, changes must be made in NEIS and not in USAccess.



5. Verify all required Address Data and Address Data fields have current and correct information. Red asterisks (*) indicate required fields. Select **NEXT** to go to the next screen. If any of the information is incorrect, missing, or needs updating, changes must be made in NEIS and not in USAccess.
6. No action is required on the Alias Information screen. The NEIS Alias field is currently masked to prevent data entry, so information on this USAccess screen will not be populated. Select **NEXT** to go to the next screen.

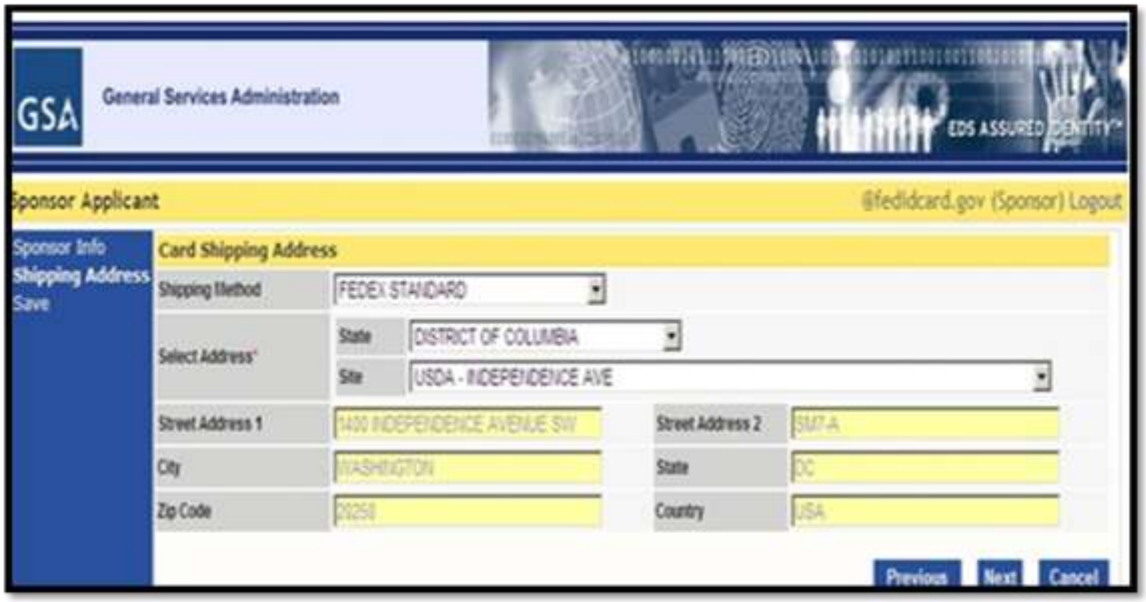


7. Select Finish to save the record. USAccess will direct you to the Sponsorship Search page.
8. Verify the following required Sponsorship Information fields have current and correct information. Note: If any of the information is incorrect, missing, or needs updating, changes must be made in NEIS and not in USAccess.

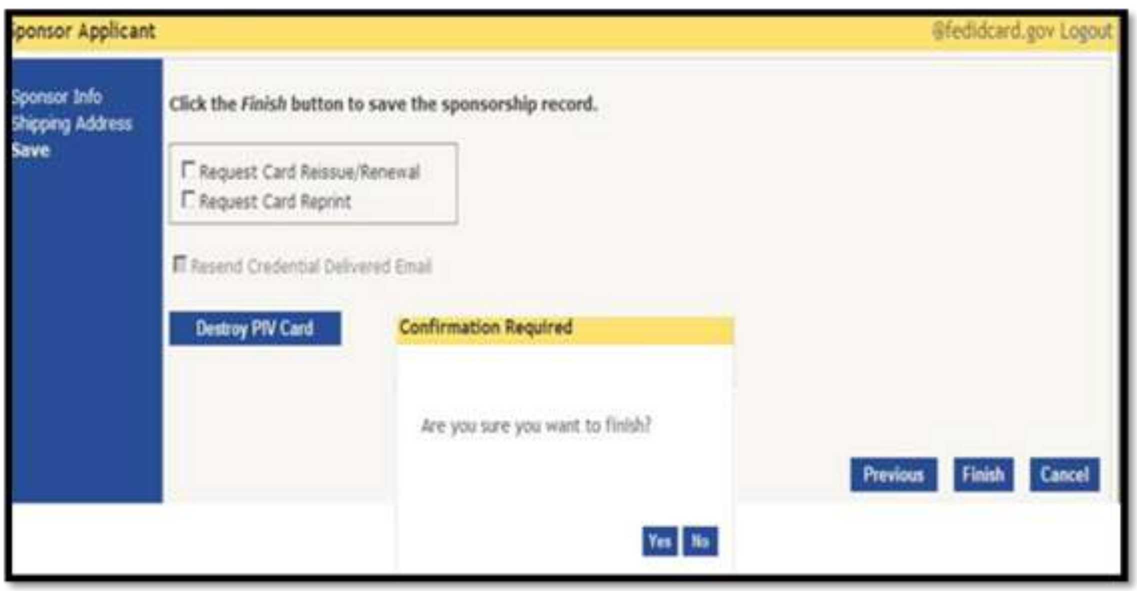


- **Agency**
- **Employee Type**—should read “Contractor” or “Associate or Dignitary”
- **Employee Status** set to Active
- **Work Email Address**
- **PIV Card Required** set to YES
- **FERO**: If the applicant is a Federal Emergency Response Official, this option should be set to YES.
- **Require Digital Signature and Encryption Certificates**: Some Non-Employees who do not have email addresses will provide the email of a supervisor who will coordinate enrollment activities. If you are sponsoring multiple Non-Employees with the same email address, you must select No for Require Digital Signature and Encryption Certificates to ensure sponsorship is successful.
- **PIV Card Type:** The PIV Card Type should be consistent with the Employee Type. The PIV Card Type will be printed on the non-employee’s LincPass. If the Non-Employee is a Contractor, the PIV Card Type will state “Contractor”. All other types of Non-Employee’s such as Affiliates, Volunteers, or Fellows will have the PIV card Type state “Associate or Dignitary”. Select NEXT to go to the next screen.

9. Verify the **Shipping Address** fields have current and correct information. Note: If any of the information is incorrect, missing, or needs updating, changes must be made in NEIS and not in USAccess. Select NEXT to go to the next screen.

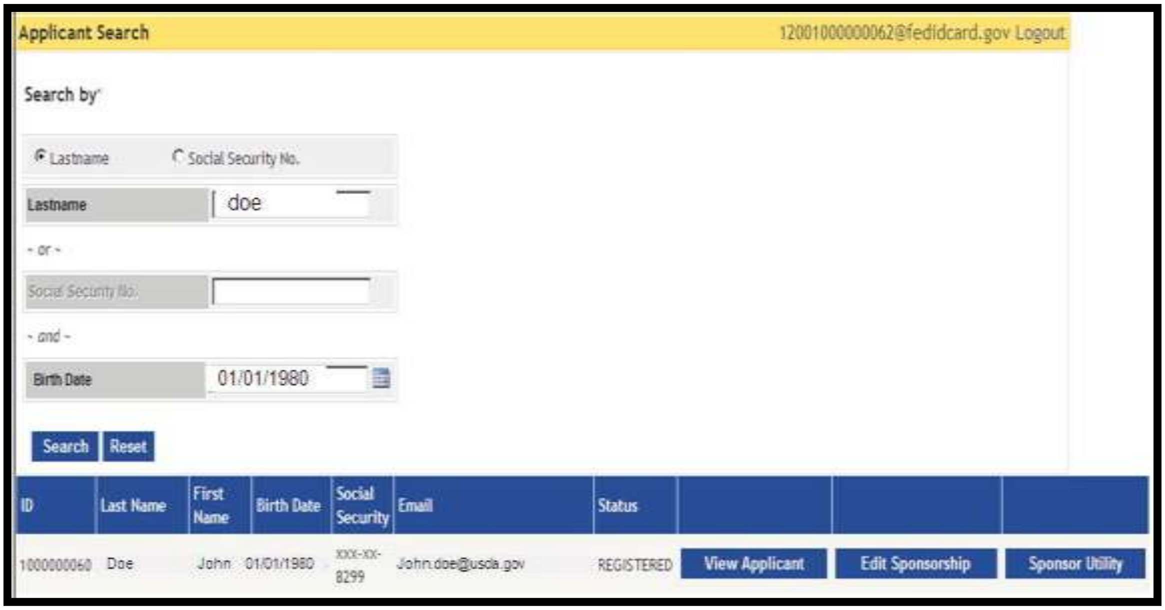


10. Select FINISH to save the record. USAccess will direct you back to the search page.

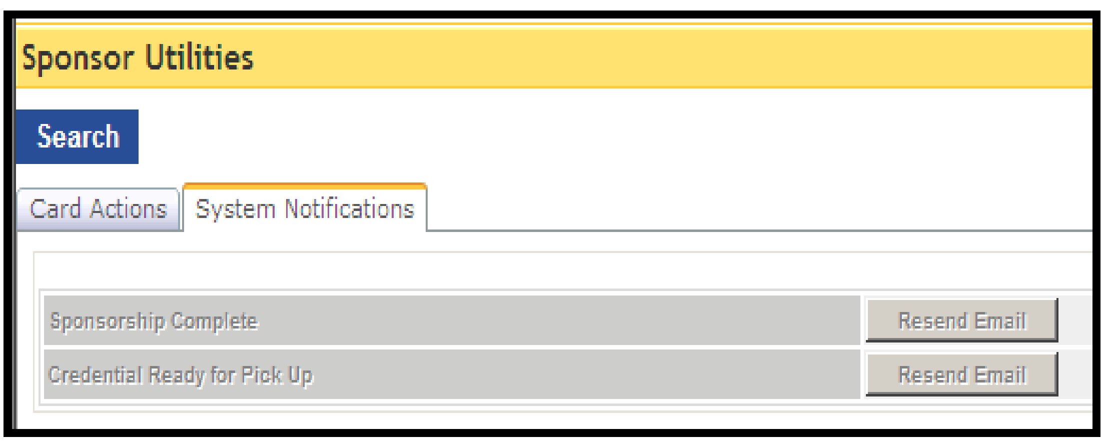


Upon completion of USAccess Sponsorship, proceed to Step 5 for Enrollment and Activation details.

Resending System Notifications (optional):
To resend a system notification (such as a sponsorship email), complete the following steps:



1. Select Sponsor Utility in the Applicant Search Screen Results.
2. Select the System Notification tab
3. Select Resend Email
   - **Sponsorship Complete:** to have applicant enroll for LincPass
   - **Credential Ready for Pick Up:** to have applicant pick up credential and activate card.



Step 5: Enrollment & Activation

1. Upon sponsorship in NEIS, Non-Employee(s) will receive email notifications and instructions to schedule their enrollment. Note: For Non-EmpowHR agencies, records must be saved in USAccess for email notifications to be sent.
2. The Non-Employee goes to an HSPD-12 enrollment station and enrolls for a LincPass.
    a. After enrollment and entry of a favorable fingerprint result in NEIS, the LincPass is printed and shipped.
3. When the LincPass is printed and arrives at an HSPD-12 activation station, the Non-Employee receives email notification and instructions to schedule their card activation.
4. The Non-Employee goes to an HSPD-12 activation station to activate their LincPass.

Process continues according to DM 4620-002.

For more information on HSPD-12 at USDA, visit http://lincpass.usda.gov/.

Contact the USDA HSPD-12 Help Desk:
Toll Free: 1-888-212-9309
Local: 703-245-7888
Email: USDAHSPD12help@dm.usda.gov